

Financial Management Support Annex

Draft: 9 July 2004

Lead Agency: Department of Homeland Security, Federal Emergency Management Agency (*Stafford Act* declarations)
Federal Agency Requesting Federal-to-Federal Support (non-*Stafford Act* declarations)

Cooperating Agencies: All

I. Introduction

A. Purpose

The NRP Financial Management Annex provides basic financial management guidance for all participants of the National Response Plan (NRP). This includes guidance for agencies that provide assistance tasked by DHS/EPR/FEMA in response to major disasters or emergencies declared by the President under the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (the *Stafford Act*) and procedures for Federal agencies in Incidents of National Significance that do not involve the *Stafford Act*. The financial management function is a component of ESF #5, Emergency Management.

The requirements described in this Annex will ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established law, Federal policies, regulations, and standards.

B. Scope

As part of the Secretary's responsibility to coordinate resources under Homeland Security Presidential Directive 5 (HSPD-5), this Annex is applicable to any and all Federal departments, agencies and/or their elements ("Federal agencies") participating and responding under the NRP with assistance or relief as tasked by DHS/EPR/FEMA under the authorities of the *Stafford Act*, and to Federal agencies requesting and/or providing Federal-to-Federal support for non-*Stafford Act* Incidents of National Significance.

II. Concept of Operations

A. General – *Stafford Act* Declarations

1. The occurrence of an event resulting in a Presidential major disaster or emergency declaration may make funding available from the Disaster Relief Fund (DRF), managed and maintained by DHS/EPR/FEMA.
2. Pursuant to the *Stafford Act*, the President "may direct any Federal agency, with or without reimbursement, to use the authorities and resources granted to it under Federal law (including personnel, equipment, supplies, and facilities, managerial, technical, and advisory services) in support of State and local assistance efforts."
3. For expenditures from the DRF, DHS/EPR/FEMA shall use generally accepted Federal financial principles, policies, regulations, and management controls to ensure proper accountability of the Fund.

B. General – non-*Stafford Act* Incidents of National Significance

1. Upon the occurrence of an Incident of National Significance, Federal agencies providing assistance or response under their own authorities independent of the *Stafford Act* shall use their own funding. (See Base NRP, II.J.)

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2. The Secretary of Homeland Security may request any Federal agency to use the authorities and resources granted to it under Federal law (including personnel, equipment, supplies, facilities, managerial, technical, and advisory services) to act directly or in support of Federal or State and local efforts to support or meet, deter, defeat, or recover from an Incident of National Significance.
3. Agencies that need support or assistance outside of their normal operations may request DHS coordination and facilitation through the NRP.

C. Field Financial Management

1. **Joint Field Office (JFO).** Upon issuance of a Presidential disaster or emergency declaration, or the occurrence of an Incident of National Significance, a Comptroller is deployed to the established JFO to oversee policies and procedures for financial management, acquisitions, and management controls and to report funding activity. The Comptroller serves as the Finance and Administration Chief and is the Senior Financial Advisor to the PFO/FCO/FRC.
2. **National Response Coordination Center (NRCC).** The Comptroller serves as a liaison between personnel at the NRCC and the lead agency's Chief Financial Officer (CFO). The Comptroller oversees all financial management activities of the NRCC and provides the NRCC Director with the necessary authority and expertise for effective fiscal management during initial disaster response activities. During the stand-down phase, the Comptroller works with Federal agencies to ensure that unneeded funds are deobligated as soon as appropriate.
3. **Regional Response Coordination Center (RRCC).** The Comptroller is the lead agency's CFO's representative to the RRCCs and serves as the liaison between the RRCC and the CFO. The Comptroller provides the Regional Director and Disaster Recovery Manager (DRM), if applicable, with the necessary expertise and authority essential for effective fiscal management during initial response activities. During the stand-down phase, the Comptroller works with Federal agencies to ensure that unneeded funds are deobligated as soon as appropriate.

D. Funding and Reimbursement

1. **Stafford Act Declarations:** DHS/EPR/FEMA uses the Mission Assignment (MA) (Attachment 1) as an inter/intra-agency document to secure the provision of goods and services pursuant to a *Stafford Act* declaration. The MA derives its authority from the *Stafford Act* and regulations (44 CFR 206.8) and acts as a tasking order from the President based on Presidential authorities delegated to DHS/EPR/FEMA. (See www.fema.gov/ofm and Section V. below for additional information.)
2. **Non-Stafford Act Incidents of National Significance:** Federal agencies participating in the NRP will request and provide Federal-to-Federal support by executing interagency or intra-agency reimbursable agreements (RAs), in accordance with the Economy Act (31 U.S.C. §1535) or other applicable authorities. Federal agencies providing mutual aid support may request reimbursement from the requesting agency for eligible expenditures. (See Attachment 3, Memorandum of Understanding: Mutual Aid for Incidents of National Significance (Non-Stafford Act) for additional information.)

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The RA form used by Federal agencies requesting support is the Incidents of National Significance Request for Federal-to-Federal Support (see Attachment 3, Tab 1).

3. Federal agencies should submit to OMB an annual estimate of the amount of reimbursable budget authority required to carry out their responsibilities under the NRP.

III. Responsibilities

A. Lead Agency Chief Financial Officer (CFO)

1. The CFO uses proper Federal financial principles, policies, regulations, and management controls to ensure proper accountability of funds and provides financial management support to Incidents of National Significance, such as:
 - a. Advice on financial policy issues relative to the Incident of National Significance and use of funds;
 - b. Approval of annual overhead rate proposals of Federal agencies, if applicable;
 - c. Expedient processing of all documented and approved requests for reimbursement and review of bills prior to processing payments to ensure that proper documentation supports the expenditures claimed; and
 - d. Performance of periodic reviews of open obligations to ensure accuracy and timeliness and providing financial management reports.
2. The CFO appoints a Comptroller from a cadre of qualified financial management individuals to oversee financial operations and advise on financial matters at the NRCC, RRCCs, and at JFOs.

B. Comptrollers

1. Comptrollers are responsible for acting as the Finance and Administration Chief, including supervising the financial staff at the JFO, NRCC, and RRCC, including financial specialists, financial technicians, and contract specialists/contracting officers:
 - a. Overseeing travel management at the JFO, providing advice and assistance on travel policy and serving as the CFO's travel authority at the JFO, and working closely with the CFO on complex travel issues;
 - b. Overseeing contracting and acquisitions operations including credit card purchases and grants management responsibilities and coordinating acquisition management performed by the contract specialist/contracting officer with the RRCC;
 - c. Providing policy guidance and necessary expertise and authority essential for effective fiscal management of expenditures to the PFO/FCO/FRC and his/her staff.

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- d. Comptrollers monitor expenditures, including tracking of funds at both object and sub-object code levels; track and report commitments, obligations, and disbursements, review commitments to ensure proper expenditure of funds; and report funding activity to the PFO/FCO/FRC and CFO on a regular basis.

2. Comptrollers work with JFO program staff to ensure adequate funding levels are maintained to meet anticipated obligations and expenditures.

C. Cooperating Agencies

1. Cooperating agencies are responsible for maintaining documentation to support requests for reimbursement, submitting final reimbursement requests within the terms of the MA or RA, and notifying requesting agencies when a task is completed and/or when additional time is required to complete work in advance of the projected completion date;
2. Cooperating agencies are expected to apply proper financial principles, policies, regulations, and management controls to ensure full accountability for the expenditure of funds.

IV. Financial Controls and Guidance

A. General

1. Since timely financial support of response activities is crucial to achieving operational objectives of saving lives and protecting property, expeditious means will be employed to facilitate proper financing of operations.
2. Federal agencies must use management controls, policies, and procedures to reasonably ensure that: (a) programs achieve their intended results; (b) resources are used consistent with agency missions; (c) programs and resources are protected from waste, fraud, and mismanagement; (d) laws and regulations are followed; and (e) reliable and timely information is obtained, maintained, reported, and used for decisionmaking.
3. Federal agencies are responsible for developing and maintaining a cost-effective system of management controls to ensure that Government-funded activities are managed effectively, efficiently, economically, and with integrity in order to prevent fraud, waste, and mismanagement.

B. Management Controls and Automated Systems

1. When entrusted with or given statutory responsibility for public funds, Government employees are, in effect, trustees for the taxpayers. These "accountable officers" include authorized certifying officers, civilian and military disbursing officers, collection officers, and other employees who by virtue of their employment are responsible for or have custody of Government funds. These officials are personally liable for the loss or improper payment of the funds for which they are accountable. They should ensure that all bills are properly documented when recommending approval/disapproval of expenditures.
2. Each Federal agency is responsible for establishing effective administrative control of funds and segregation of duties for proper management controls. A

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responsible official of each agency should be designated as the Action Officer to ensure that actions taken and costs incurred are consistent and reasonable.

3. Special care must be taken throughout NRP operations to maintain logs, formal records, and file copies of all expenditures to provide accountability and justification for reimbursement.
4. Accountable officials must rely on the adequacy of automated systems, controls, and personnel who process transactions as detailed in the Federal Managers' Financial Integrity Act, 31 U.S.C. 3512 et seq., and for recurring assessment by agency management of the adequacy of accounting systems and management controls.

V. Additional Mission Assignment Guidance for *Stafford Act* Declarations

- A. FEMA may issue mission assignments to address a State's request for Federal assistance to meet unmet emergency needs, or to another Federal agency to support overall Federal operations pursuant to, or in anticipation of, a *Stafford Act* declaration.

DHS/EPR/FEMA tasks a Federal agency to do work by using a Mission Assignment (FEMA Form 90-129, Mission Assignment, see Attachment 1). The MA is issued to a primary agency with, as applicable, funding, funding limitations, the requirements of the task(s) to be performed, completion date, and State cost-share requirements.
- B. Mission-assigned ESF primary agencies may subtask support agencies as necessary to accomplish the required tasks. If a primary agency determines that the services of a support agency are needed, the primary agency should issue a subtasking document to the support agency with instructions and funding limitations. To subtask, organizations may use any appropriate and workable document, but FEMA Form ESF Mission Assignment Subtasking Request Form (see Attachment 2) may be used. Subtasked agencies must submit breakdowns of costs by sub-object class code to the primary ESF agency, which must review and approve the documentation before forwarding it to DHS/EPR/FEMA for reimbursement.
 1. Notwithstanding the documents used, subtasked agencies MUST seek reimbursement approval from their primary agency, not DHS/EPR/FEMA.
 2. Advances are generally NOT authorized by DHS/EPR/FEMA, but may be authorized by the primary agency, based upon terms of agreements with the primary agency.
- C. GSA may function as a procurement agent to obtain goods and services for Federal agencies other than DHS/EPR/FEMA. In these cases, GSA arrangements are independent of DHS/EPR/FEMA and all obligations incurred for goods and services for the Federal agencies are billed directly to the ordering agency. Federal agencies may request reimbursement from DHS/EPR/FEMA only after receipt of an invoice.
- D. Additional detail on the mission assignment process, including reimbursement and billing information can be found at www.fema.gov/ofm.

VI. Federal Financial Management Resources

The following is a compendium of resources for Federal financial management. It is not meant to be inclusive, but to be used as a reference for general guidance.

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- 1 **A. Department of Homeland Security – Emergency Preparedness and Response -**
2 **Federal Emergency Management Agency (DHS/EPR/FEMA).** Regulations
3 promulgated by DHS/EPR/FEMA to support implementation of the *Stafford Act* and guide
4 activity under its authority comprise Title 44 of the Code of Federal Regulations and
5 remain in effect until superseded. Additional information regarding financial management
6 requirements for *Stafford Act* funding can be found at www.fema.gov.
7
8 **B. Federal Accounting Standards Advisory Board (FASAB).** The FASAB develops and
9 recommends Statements of Federal Financial Accounting Standards (SFFAS) and
10 Statements of Federal Financial Accounting Concepts (SFFAC), which are the highest
11 authority for generally accepted Federal accounting principles. The FASAB is sponsored
12 by three of the four principals of the Joint Financial Management Improvement Program
13 (JFMIP) -- the Secretary of the Treasury, the Comptroller General of the General
14 Accounting Office, and the Director of the Office of Management and Budget.
15
16 **C. General Accounting Office (GAO).** The GAO Policies and Procedures Manual for
17 Guidance of Federal Agencies is a codification of material previously issued as General
18 Regulations, Accounting Systems Memoranda, Accounting Principles Memoranda,
19 Circular Letters, Bulletins, and other regulations. The provisions of this manual remain
20 applicable to all Federal agencies unless superseded by the FASAB standards.
21
22 **D. Department of the Treasury.** The Treasury Financial Manual for Guidance to
23 Departments and Agencies (Treasury Financial Manual) is the official publication in which
24 the Department of the Treasury issues codified instructions for the areas of Accounting
25 Forms (Part 1); Central Accounting and Reporting (Part 2); Payroll Deductions,
26 Withholdings (Part 3); Disbursing (Part 4); Deposits (Part 5); and Other Fiscal Matters
27 (Part 6).
28
29 **E. General Services Administration (GSA)**
30
31 1. **The Federal Travel Regulations** are applicable to all Federal agencies for
32 determining per diem rates and eligible travel expenses.
33
34 2. **The Federal Property Management Regulations** include the policies and
35 guidelines relating to property management and the utilization and disposal of
36 property in all Executive agencies (41 CFR 101).
37
38 3. **The Federal Acquisition Regulation (FAR)** set forth the requirements for
39 procuring supplies and services from governmental, private, and nonprofit
40 sources. Although agencies may have their own internal supplements to the
41 FAR, they cannot change the basic policies of the FAR (48 CFR) unless
42 exempted by law.
43
44 **F. Office of Management and Budget (OMB).** OMB, in consultation with Federal
45 agencies, non-Federal parties, and several key interagency planning teams such as the
46 Chief Financial Officers Council and the FASAB, promulgates financial management
47 policies for the Federal Government in published OMB Circulars.
48
49 **G. Other Authorities.** Federal agencies should follow other authorities and practices as
50 presented in the Hierarchy of Federal Generally Accepted Accounting Principles (OMB Form
51 and Content Bulletins) and as applicable to their programs.
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Attachment 1 Mission Assignment Form (Stafford Act Declarations) DHS/EPR/FEMA Form 90-129

U.S. DEPARTMENT OF HOMELAND SECURITY EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE MISSION ASSIGNMENT (MA)		<i>See reverse side for Paperwork Burden Disclosure Notice</i>		O.M.B. No. 1660-0047 Expires February 29, 2004	
I. TRACKING INFORMATION (FEMA Use Only)					
STATE		ACTION REQUEST NO.	PROGRAM CODE/EVENT NO.		DATE/TIME RECEIVED
II. ASSISTANCE REQUESTED <input type="checkbox"/> See Attached					
ASSISTANCE REQUESTED					
QUANTITY		DATE/TIME REQUIRED		INTERNAL CONTROL NO.	
DELIVERY LOCATION					
INITIATOR/REQUESTOR NAME		24-HOUR PHONE NO.	24-HOUR FAX NO.	DATE	
POC NAME		24-HOUR PHONE NO.	24-HOUR FAX NO.	DATE	
* State Approving Official (Required for DFA and TA):					
III. INITIAL FEDERAL COORDINATION (Operations Section) <input type="checkbox"/> See Attached					
Action To: <input type="checkbox"/> ESF NO.: <input type="checkbox"/> Other:		DATE/TIME	PRIORITY <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 3 High <input type="checkbox"/> 5 Normal <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 4 Medium		
IV. DESCRIPTION (Assigned Agency Action Officer) <input type="checkbox"/> See Attached					
MISSION STATEMENT:					
<i>Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing.</i>					
ASSIGNED AGENCY		PROJECTED START DATE		PROJECTED END DATE	
<input type="checkbox"/> NEW or <input type="checkbox"/> AMENDMENT TO MA NO.:		TOTAL COST ESTIMATE: \$			
ASSIGNED AGENCY POC NAME		PHONE NO.		FAX NO.	
V. COORDINATION (FEMA Use Only)					
TYPE OF MA: <input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)		<input type="checkbox"/> Technical Assistance State Cost Share (0%)		<input type="checkbox"/> Federal Operations Support State Cost Share (0%)	
STATE COST SHARE PERCENT %		STATE COST SHARE AMOUNT \$			
FUND CITATION 20__-06-_____-250__-D				APPROPRIATION CODE 70X0702	
MISSION ASSIGNMENT COORDINATOR (Preparer)					DATE
**FEMA PROJECT OFFICER/BRANCH CHIEF (Program Approval)					DATE
**COMPTROLLER/FUNDS CONTROL (Funds Review)					DATE
VI. APPROVAL					
*STATE APPROVING OFFICIAL (Required for DFA and TA)					DATE
**FEDERAL APPROVING OFFICIAL (Required for all)					DATE
VII. OBLIGATION (FEMA Use Only)					
MISSION ASSIGNMENT NO.		AMOUNT THIS ACTION \$		DATE OBLIGATED	TIME OBLIGATED
AMENDMENT NO.		CUMULATIVE AMOUNT \$		INITIALS	
* Signature required for Direct Federal Assistance and Technical Assistance mission assignments. ** Signature required for all mission assignments.					

FEMA Form 90-129, MAY 03

REPLACES ALL PREVIOUS EDITIONS.

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PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Emergency Preparedness and Response Directorate, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. NOTE: Do not send your completed form to this address.

INSTRUCTIONS

Items on the Mission Assignment (MA) form that are not specifically listed are self-explanatory.

I. TRACKING INFORMATION. Completed by Action Tracker or other Operations staff. Required for all requests.

State: If multi-State, choose State most likely to receive resources, (i.e., when using 7220-SU Program Code)

Action Request No.: Based on chronological log number. Used for tracking.

Program Code/Event No.: The pre-declaration, emergency, or major disaster number assigned for funding the event. Examples: 7220-SU, 4220-AD, 3130-EM, 1248-DR.

II. ASSISTANCE REQUESTED. Completed by requestor.

Assistance Requested: Detail of resource shortfalls, give specific deliverables, or simply state the problem.

Internal Control No.: Internal requestor reference, log, or control number, if applicable.

Initiator/Requestor: The initiator may be an individual filling out the mission assignment and making a request on behalf of the POC.

POC Name: The person coordinating reception and utilization of the requested resources. 24-hour contact information required.

State Approving Official: Signature certifies that State and local government cannot perform, nor contract for the performance, of the requested work and agrees to pay cost share if any.

III. INITIAL FEDERAL COORDINATION. Completed by the Operations Section Chief.

Action to: Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.

Rest of MA used only if solution to request requires Federal agency to perform reimbursable work under (MA). Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before MA is completed and MA is issued.

IV. DESCRIPTION. Completed by assigned agency Action Officer.

Mission Statement: Description of steps to complete the request. Include discussion of personnel, equipment, subtasked agencies, contracts and other resources required. This can be provided as an attachment.

Assigned Agency: Agency receiving the MA from FEMA. Activities within the scope of an ESF result in an MA to the primary agency. Cite subordinate organization if applicable. Example: DOT-FAA, COE-SAD.

Project Completion Date/End Date: If end date is not clear, estimate and budget for 30 or 60 days, then re-evaluate. TBD is not acceptable; some date must be entered into this field.

Total Cost Estimate: A budget can be attached outlining personnel, equipment, contract, sub-tasked agency, travel, and other costs.

V. COORDINATION. Completed by MAC, except for Project Officer and Comptroller signatures.

Type of MA: Select only one.

Appropriation Code: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.

VI. APPROVAL. Completed by State Approving Official and Federal Approving Official.

VII. OBLIGATION. Completed by Financial Specialist.

Mission Assignment No.: Assigned in FEMA financial system chronologically using assigned agency acronym and two-digit number.

Amendment No.: Note supplement number. For example: COE-SAD-01, Supp. 1, or DOT-08, Supp. 3.

Amount this Action: Taken from total cost estimate above.

Cumulative Amount: Cumulative amount for this MA, including amendments.

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Attachment 2 ESF Mission Assignment (*Stafford Act* Declarations) Subtasking Request Form

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: _____	ESF Primary Agency _____
Subtasked Agency _____	State _____ Disaster No. _____

Tasking Statement/Statement of Work

Project Completion Date: _____ Authorized Funding: _____

Reimbursement Procedure: Upon completion of scope of work, the subtasked Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

_____ (ESF Primary Agency)

_____ (Address)

The ESF primary agency will:

- (1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
- (2) Return approved reimbursement requests to subtasked agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
- (3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasked agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

Authorizing Official, Subtasked Agency Date

Authorizing Official, ESF Primary Agency Date

Following signatures please provide information copy to FEMA MAC and Project Officer.

Attachment 3

Memorandum of Understanding: Mutual Aid for Incidents of National Significance (non-Stafford Act)

I. Parties

The parties to this Memorandum of Understanding (Memorandum) are the Federal agencies listed on the signatories page of this document.

II. Authorities

- A. Homeland Security Act of 2002 (6 U.S.C. §101 et seq.).
- B. Economy Act (31 U.S.C. §1535).
- C. Other Applicable Federal Statutes including, but not limited to:
 - 1. Clean Water Act, as amended (33 U.S.C. §1321)
 - 2. Oil Pollution Act of 1990 (33 U.S.C. §2701 et seq.)
 - 3. Comprehensive Environmental Response, Compensation, and Liability Act, as amended (42 U.S.C. §9601 et seq.)
 - 4. Small Business Act, P.L. 85-536 as amended
 - 5. USDA authority?
 - 6. Public Health Service Act?
 - 7. DPA?
 - 8. Others?
- D. Homeland Security Presidential Directive 5 (HSPD-5).

III. Purpose

The Federal Government's response to an Incident of National Significance will likely exceed the authority or capabilities of any individual Federal department, agency, or their elements ("Federal agencies"). Coordination and support within and amongst the Federal agencies is essential to maximize the use of available assets, resources, and expertise available under the NRP to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Recognizing that each Federal agency has different expertise and resources, and plays an important role in responding to Incidents of National Significance, the purpose of this Memorandum is to create a framework for interagency or intra-agency mutual aid for Federal-to-Federal support among participants of the National Response Plan (NRP) when Federal-to-Federal support is requested and provided in the event of an Incident of National Significance that is not declared a major disaster or emergency under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. §§5121-5206 ("Stafford Act").

This Memorandum does not preclude participating Federal agencies from entering into supplementary agreements with other Federal agencies for incidents or events within their respective authorities or affect any other agreement to which a Federal agency may currently be, or decide to be, a party.

A. Operating Assumptions

- 1. Based on the Incident's scope and impact, mutual aid requirements may vary depending on the magnitude and type of event, the stage of the prevention,

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preparedness, response, or recovery efforts, or the availability of resources, including non-monetary resources.

2. Upon the occurrence of an Incident of National Significance, Federal agencies providing assistance or response under their own authorities independent of the Stafford Act shall use their own funding. (See Base NRP, II.I.)

3. The Secretary of Homeland Security may request any Federal agency to use the authorities and resources granted to it under Federal law (including personnel, equipment, supplies, facilities, managerial, technical, and advisory services) to act directly or in support of Federal or State and local efforts to support or meet, deter, defeat, or recover from an Incident of National Significance.

4. Agencies that need support or assistance outside of their normal operations may request DHS coordination and facilitation through the NRP.

B. Operating Procedures.

1. Federal agencies participating in the NRP will request and provide Federal-to-Federal support by executing interagency or intra-agency reimbursable agreements (RAs), in accordance with the Economy Act (31 U.S.C. §1535) or other applicable authorities.

2. The RA form to be used by Federal agencies requesting support is the Incidents of National Significance Request for Federal-to-Federal Support.

3. The period of support for purposes of reimbursement will be as stated in the RA.

4. All Federal entities shall use generally accepted Federal financial principles, policies, regulations, and management controls to ensure proper accountability of their respective funds.

IV. Responsibilities

A. Federal Agencies Requesting Support. Federal agencies requesting mutual aid pursuant to this Memorandum shall be responsible for:

1. Requesting Federal-to-Federal support by executing RAs under this agreement. The RA will describe work to be performed, date of completion, and funding limitations. The requesting agency is responsible for monitoring the work progress of the supporting agency.

2. In conjunction with its supporting agencies, advising the Federal Resource Coordinator (FRC) of the type of assistance and support requested, from which agencies support has been requested, when the support will be provided, and amount and distribution of funding required in support of the Incident.

3. Overseeing all financial management activities relating to financial operations, ensuring that sound financial management practices and standards are applied, and ensuring that all funds expended are in accordance with generally accepted accounting principles for the Federal Government.

4. Coordinating requests with OMB and Congress for adequate funding to meet projected expenditures for specific incidents/events.

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5. Ensuring expeditious receipt and review of bills or requests for reimbursement for mutual aid provided prior to processing payment, and ensuring that proper documentation supports the expenditures claimed.

6. Reviewing all requests for reimbursement for goods and services from supporting agencies before payment. The requesting agency will certify that the expenditures claimed have been reviewed, are eligible, and are relevant to the request for mutual aid, and that costs are reasonable and supported by documentation.

B. Federal Agencies Providing Support. Federal agencies providing mutual aid support pursuant to this Memorandum shall be responsible for:

1. Maintaining appropriate documentation that clearly identifies the assistance provided to the requesting agency and supports requests for reimbursement.
2. Notifying the requesting agency when a task is completed or when additional time is required to complete work in advance of the projected completion date.
3. Submitting final reimbursement requests after completing a task. Final bills should be marked "Final."
4. Identifying a staff-level point of contact for financial coordination with other agencies and identifying a Headquarters-level point of contact for billing and reimbursement issues that cannot be resolved at the staff level.
5. Applying proper financial principles, policies, regulations, and management controls to ensure full accountability for expenditures.

V. Reimbursement of Federal Agencies Providing Support

- A.** Federal agencies providing mutual aid support under this Memorandum may request reimbursement from the requesting agency for eligible expenditures. Requests for reimbursement should include a breakdown of charges by budget sub-object class or as otherwise specified by the requesting agency.
- B.** Fees for goods or services described on RAs will be paid from the funds cited upon delivery. Reimbursement payments will be made using the Treasury Intra-governmental Payments and Collections (IPAC) system.
- C.** All requests for reimbursement must contain adequate documentation to support expenditures claimed as reimbursable. The vehicle used to obligate funds for authorized expenditures of Federal-to-Federal support is the Incidents of National Significance Request for Federal-to-Federal Support.
- D.** Federal agencies providing support and receiving reimbursement from the requesting agency for goods or services shall record such funds to the appropriation used to disburse the expenditure. Federal agencies should submit to OMB annually an estimate of reimbursable budget authority expected to carry out their responsibilities under the NRP.
- E.** Advances of funds under Federal-to-Federal support RAs are solely within the discretion of the respective agencies or parties to the agreements.

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VI. Other Provisions

Nothing herein is intended to conflict with current law or regulation or agency directives of any of the parties. If any terms of this Memorandum are found to be inconsistent with any authority, then those terms shall be invalid, but the remaining terms and conditions will not be affected by the inconsistency and shall remain in full force and effect.

VII. Liability

Each Federal agency shall be liable for the acts and omissions of its own employees to the extent provided by Federal laws or regulations.

VIII. Effective Date

This Memorandum is effective upon signature by the respective signatory Federal agencies.

IX. Modification

This Memorandum may be amended at any time within the scope of this instrument, extended, or renewed by mutual written agreement of the parties. This Memorandum should be reviewed on a periodic basis, but not less than once every five (5) years.

X. Termination

The terms of this Memorandum, as modified with the consent of all parties, will remain in effect indefinitely unless either terminated by (1) mutual written agreement of the respective parties to one another or (2) the giving of thirty (30) days advance written notice by the respective parties.

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APPROVED BY:

Secretary, Department of

Date

Secretary, Department of

Date

Secretary, Department of

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Attachment 3, Tab 1 Incidents of National Significance Request for Federal-to-Federal Support

Request for Federal-to-Federal Support

I. Tracking Information (Requesting Agency Only):					
State (if applicable)	Action Request No.		Program Code/Incident No.		Date/Time Received
II. Parties:					
Supporting Agency			Requesting Agency		
Contact	Phone		Contact	Phone	
Name			Name (if billing address is different, specify on reverse side)		
Address			Address		
City	State	Zip	City	State	Zip
III. Duration:					
Projected Start Date:			Projected End Date:		
IV. Requested Support:					
Brief description of requested support and basis for determining cost: (Attach additional sheet for continuation of explanation, if necessary.)				_____ New Request	
				_____ Amendment to Action Request No.	
ESF No. (if applicable)	Quantity		Delivery Location		Estimated Amount \$
V. Authority for Request:					
Cite authority for request if not Economy Act			Determination and Finding (if Economy Act): SEE REVERSE		
VI. Funding:					
Agency Location Code	Appropriation Code	Funds Citation			
Requesting Agency Program Approval (Signature and Date)			Funds Certification Approval (Signature and Date)		
VII. Approvals:					
Approved for Supporting Agency:			Approved for Requesting Agency:		
Organization			Organization		
Signature			Signature		
Title			Title		

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Conditions of Agreement

1. Financing:

The charges for services shall include both direct and indirect costs applicable to the agreement. Advance payments, if authorized, are made on an estimated cost basis. If the estimated advance is different from the actual costs, proper adjustment (*refund or additional billing*) on the basis of the actual costs incurred shall be made upon completion of the work. (*The frequency of billing, such as monthly, quarterly, etc., must be stated in the narrative portion of the form.*)

2. Other Provisions:

DETERMINATION AND FINDINGS: AUTHORITY TO ENTER INTO A PAYABLE INTER/INTRA AGENCY REIMBURSABLE AGREEMENT UNDER THE ECONOMY ACT

Based on the following determinations and findings, in accordance with the authority of the Economy Act (31 U.S.C. 1535), as implemented in subpart 17.5 of the Federal Acquisition Regulation (FAR), and as described on Page 1, the requesting agency intends to enter into an inter/intra agency agreement with the supplying agency.

FINDINGS

- A. The requesting agency has a need for the supplying agency to provide the supplies and/or services as described on Page 1, Block IV. The total cost of the agreement is estimated to be \$ _____. (If this is a multi-year agreement, the estimated dollar amount should be shown for each fiscal year, along with the aggregate/total.)
- B. The supplies and/or services as described on Page 1, Block IV cannot be obtained as conveniently or economically by contracting directly with a private source.
- C. Nothing in this requirement conflicts with the authority of the supplying agency.
- D. NOTE: If the agreement requires contracting action by the supplying agency, indicate which of the following applies:
- _____ 1. The acquisition will appropriately be made under an existing contract of the supplying agency, entered into before placement of the order, to meet the requirements of the supplying agency for the same or similar supplies or services.
- _____ 2. The supplying agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency.
- _____ 3. The supplying agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.
- E. Because of the emergency nature of the need, it is in the best interest of the Government to issue an agreement.

DETERMINATION

Based on the above findings, I hereby determine that it is in the best interest of the Government to enter into an Interagency Agreement with the supplying agency.

Name of Contracting Officer:

Signature of Contracting Officer:

Date: _____

Approval of the Chief Procurement Officer if the supplying agency is not subject to the Federal Acquisition Regulation:

Name: _____

Signature: _____

Date: _____